Deputy Assistant District Attorney

Department: District Attorney

DESCRIPTION
This position is a supervisory position within the District Attorney's Office and is responsible for administrative and supervisory duties as directed by both the 1st Assistant Deputy District Attorney and the District Attorney in terms of the office and staff. In addition, employee performs legal functions for the County through the office of the District attorney.

Exempt position, Non-Union, Pay Grade 13, $80,000 Annually

Duties:

- Responsible for the prosecution of misdemeanor and felony criminal caseload from preliminary hearing through trial and appeal at the direction of the District Attorney and First Assistant.
- Prepares and argues motions and appeals in the Court of Common Pleas and Appellate Courts.
- Works closely with law enforcement, the District Attorney and First Assistant in the preparation and prosecution of cases.
- Advises and counsels civilian and police witnesses, and victims in preparation for trial or pre-trial hearings.
- Position requires a great deal of independent judgement.

Knowledge, Skills, and Abilities:

- All-embracing knowledge of criminal law and procedure required
- Ability to receive instruction, guidance and constructive criticism from the District Attorney and First Assistant
- Ability to speak and write effectively and present clear and logical arguments
- Ability to maintain effective working relationships with staff, LEA, and Supervising Attorney(s)
- Ability to establish sense of trust and confidence with the court, other ADA's, law enforcement, victims, the District Attorney and First Assistant
- Tact, good judgement
- Unquestioned personal and professional integrity

Working Conditions
Office, courthouse and some travel to MDJ Offices. Attorney will be in close proximity to criminal defendants with other law enforcement present.

Job Requirements:

- Graduate of a recognized college or university and accredited law school
- Two (2) years of litigation experience, preferably in the area of prosecution and/or criminal defense
- Licensed to practice law before the Courts of the Commonwealth of Pennsylvania
- Knowledge of courtroom procedures, Rules of Evidence, and criminal rules and statutes
- Possess a valid Pennsylvania driver's license.
- Must be able to pass pre-employment background check and drug screening, as required by Lycoming County

Application Instructions:
To apply, visit Lycoming County Careers or scan the QR code below:

Please follow the website instructions and submit your resume and cover letter as requested.

For further assistance, please contact County of Lycoming Recruiting at: 570-320-2100

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Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

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